

25X1A

SECRET (When Filled In)

**CAUTION - Blank form requires  
secure storage in field.**

[illegible]

11 June 1979

To : Finance Officer  
From : Commissary Officer  
Subject: Costs DCI Conference

The following is the cost of food and labor for the DCI  
Conference  for the period 8 - 9 June 1979:

25X1A	30 Breakfasts @ \$1.25 -----	\$ 37.50
	31 Dinners @ \$1.50 -----	46.50
	31 Special Suppers @ \$7.50 -----	232.50
	28 Light Snacks, cookies & Coffee -----	21.00
	Coffee, Cream, Sugar & Doughnuts -----	9.30
		<u>\$ 346.80</u>
	Overtime Labor -----	197.36
		<u>\$ 544.16</u>

25X1A



3 July 1979

MEMORANDUM FOR: Chief of Training, Budget & Accounts

FROM:

Chief, Budget & Finance

SUBJECT: Overtime and Related Costs - DCI Conference,  
8-9 June 1979 (C)

1. Itemized below are the overtime costs incurred at the Center in Support of the above conference: (C)

	3 hrs	\$ 32.85
	2 hrs	18.04
	2 hrs	24.40
	2 hrs	25.30
	12 hrs	92.04
	9 hrs	72.81
	7 hrs	88.55
	1 hr	7.58
	5 hrs	52.00
TOTAL	43 hrs	\$413.57

The following costs totaling \$544.16 are transferred to DCI Admin on T/A No. 225 dated July 1979: (C)

GSI Meals and Labor \$544.16

2. You are requested to arrange for the proper expensing of the overtime itemized in Paragraph 1 above. (U)

Distribution:

Orig & 1 - Adse  
1 - FO  
1 - RMB  
1 - Chrono

DERIVATIVE CL BY 010367  
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# ROUTING AND RECORD SHEET

25X1A

SUBJECT: (Optional) DCI Conference, 8-9 June 1979 at the [REDACTED] (C)

FROM: C/B&F/[REDACTED]  
936 C of C

EXTENSION

NO.

DATE

3 July 1979

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA  
7D24 HQS Bldg.

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*J.F.Y.I.*

FORM 8-62

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